

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400040001-5

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE FOR THE

OO/CONTACT DIVISION

25X1



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RS

17 September 1963

MEMORANDUM TO: Records Management

ATTENTION :

[Redacted]

SUBJECT : Changes to Contact Division, 00, Records Control Schedule

REFERENCE :

[Redacted]

Conversation of 17 September; Same Subject

Please make the following changes to the CD/00 Records Control Schedule:

1. Item 90 - Liaison Correspondence.
The disposition instructions for a and b should be amended to read:

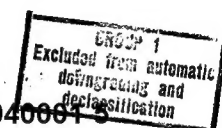
Temporary. Destroy 3 years after retirement. Remainder of instruction is okay.

[Redacted]

Temporary. Destroy 3 years after retirement. Cut off file at end of each year; retain in current files area for one year then transfer to the records center.

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-2-

3. 92 - Requirements Case Files

In memo 9 April 1963 this office requested and approval was granted, for destruction of case files (Item 37) after 10 years. Since Item 92 is the Sensitive portion of Item 37 approval is requested for a change in disposition instructions for Item 92 to read as follows:

Temporary. Destroy 10 years after transfer to the Records Center.
Retain in current files area one year after case has been closed then transfer to the Records Center.

4. Item 94d.

At the present time a machine listing is furnished to consumers which precludes the need for keeping these cards in the current files. Approval is requested for the transfer of these cards to the Records Center for a retention period of 3 years. The disposition instruction should be changed to read:

d. Temporary. Destroy 3 years after retirement. Retire to Records Center after machine listing has been prepared.

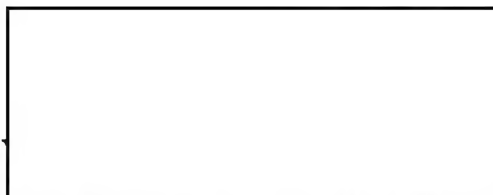
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Record Officer, CD/00

APPRO



CIA Records Administration Officer

Date

18 Sept 1963

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1 August 1962

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MEMORANDUM FOR: Records Management

ATTENTION

FROM

SUBJECT : CD/00 Records Schedule - Item 47a,
Couriers Classified Mail Receipt.

REFERENCE

25X1

Pursuant to reference conversation please change the
disposition instruction of Item 47a to read: temporary. Destroy
after one year (maintain a 12 month level).

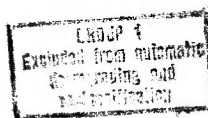
AREA RECORDS OFFICER

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8/6/62

cc. Rec. Ctr.



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22 January 1962

MEMORANDUM FOR: Chief, Records Administration Staff

25X1 ATTENTION [redacted]

SUBJECT : Records Control Schedule for Contact Division

25X1 REFERENCE [redacted] of 16 January 1962.

As agreed in reference telecon, please make the following changes to the Records Control Schedule for Contact Division:

1. Item 47C - Disposition instruction should read:
Temporary - Destroy after 1 year.
2. Item 47E - Disposition instruction should read:
Temporary - Destroy after 2 years.
Cut off file at the end of each year;
destroy ~~one~~ year later.

[redacted]
Records Officer, Contact Division, OO

25 January 1962

25X1 To: [redacted]

Above changes have been made to our copy of the schedule. However, the item 47e should be retained for two years after cut-off and your copy of the schedule should be so noted.

[redacted]
Records Administration Officer

CC: To Records Center

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